Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090022-9

ROUTING AND TRANSMITTAL SLIP

Date: 22 Feb 85

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. C/OC-MLS		FEB 1985
2. OC-MLS/RAG		6 FEB 1985
3. OC-MLS/PPBG		3/5/85
4. OC-MLS/LOG		3/5/85
5. OC-MLS/SINAG		

	Action		File		Note and Return
	Approval		For Clearance		Per Conversation
	As Requested		For Correction		Prepare Reply
	Circulate		For Your Information		See Me
	Comment		Investigate		Signature
	Coordination		Justify		

REMARKS

6. OC/OL/IMC

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Sue, O/C/OC-MLS	Phone No.

5041-102

☆ GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090022-9

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090022-9

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
OC-AMD Staff Notes

25X1
25X1

FROM:
C/OC-AMD

EXTENSION | **NO.**

DATE

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. D/CO	14 FEB 1985	14 FEB 1985		
2. DD/CO	15 FEB 1985	19 FEB 1985		
3. OC-MLS	22 FEB 1985	27 FEB 1985		
4. OC-EXA	19 FEB 1985	22 FEB 1985		
5. OC/OL/IMC				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 1-79 **610** USE PREVIOUS EDITIONS

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090022-9

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090022-9

CONFIDENTIAL

OC 1215-85

15 FEB 1985

MEMORANDUM FOR: Director of Communications

25X1 FROM: [redacted]
Chief, Administrative Management Division, OC

SUBJECT: Weekly Staff Notes - 4-8 February 1985

1. C/CDTG briefed the ITCIA Class at Chamber of Commerce on 6 February 1985.

2. The Project SCREEN MCD careerists met with members of Office of Medical Services/Psychological Services Division (OMS/PSD) on 7 February in the OMS Conference Room at Headquarters. This meeting, the first of several over a period of 3 to 5 months, was used to acquaint panel members with PSD personnel, the objectives of the program, and some of the methods which will be used to gather data.

3. During the week, Panel N personnel strength experienced a loss of 1 technician. Panel N is 2 technicians over authorized ceiling. However, this figure includes technicians who are participating in the OJT program, attending initial EOD training, and serving in assignments other than Panel MCN. With these categories deleted, Panel MCN is 24 technicians under strength. Panel MCD personnel strength remained unchanged. The Panel continues to be 84 employees over authorized ceiling. There are 120 EOD students in training, while 15 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the training status of EOD students, Panel MCD is currently 56 personnel under strength.

25X1 4. [redacted] joined the Assignments and Processing
25X1 Branch as Processing Officer for the [redacted]

25X1 5. [redacted] were presented Quality Step Increases by the Director of Communications on Friday, 8 February 1985 in recognition of their sustained superior performance during the period January through December 1984.

25X1 WARNING NOTICE - INTELLIGENCE SOURCES OR METHODS INVOLVED [redacted]

CONFIDENTIAL

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090022-9

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090022-9

SUBJECT: OC-AMD Staff Notes - 4-8 February 1985

6. Federal Length of Service Pins and Agency Certificates were presented by the Director of Communications

25X1

25X1

25X1

8. A policy paper on the Fair Labor Standards Act (FLSA) regulations for OC is being prepared and should serve to clarify the matter of FLSA as it applies to managers, supervisors, and employees of the Office.

9. Representatives from Position Management and Compensation Division (PMCD) met with C/AMD to discuss the PMCD survey of OC which begins 2 April 1985. It was agreed that a prioritized list of offices to be audited would be submitted to PMCD and meetings with OC senior management set up prior to the start of the audit phase of the survey.

25X1

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090022-9

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090022-9

SUBJECT: OC-AMD Staff Notes - 4-8 February 1985

25X1

16. Graduation ceremonies were held on 8 February for Class TCA 4-84. Thirty-six graduating students were addressed by the D/CO who also presented graduation certificates. This graduating class was the first to receive their promotions through the new banding system.

17. A request from OC-DND for procurement of a training
25X1 contract with was
25X1 submitted to the Office of Logistics. will present a three-day course, 11-13 March 1985, on Basic Data Communications. Training will be conducted at the Sheraton International Conference Center, Reston, Va. The course will accommodate 30 participants.

25X1 18. TTD, evaluated a Computer Based Training (CBT) course on Digital Logic at Hazeltine Corporation in Reston, Va. He also had the opportunity to partially evaluate a CBT
25X1 course on Computer Fundamentals. was highly impressed with these CBT courses, delivered on the Hazeltine MicroTICCIT CBT system.

25X1

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090022-9

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090022-9

SUBJECT: OC-AMD Staff Notes - 4-8 February 1985

20. There were 14 OTD instructors involved in TDY. Thirteen were overseas; one domestic. One TTD instructor is providing a CRAFT training session overseas.

21. The initial phases of SURGE are beginning to impact on the 4-84 TCA students involved in the program. They are being processed en masse in preparation for overseas travel. Instructors returning from overseas are processing documentation for trips within the SURGE time frames.

25X1

Sanitized Copy Approved for Release 2011/03/02 : CIA-RDP86-00124R000100090022-9